



SUPERIOR COURT OF CALIFORNIA COUNTY OF MENDOCINO CLASSIFICATION SPECIFICATION



CLASS TITLE	COURT SERVICES TECHNICIAN III
CLASS CODE	872656
REPORTS TO:	COURT SERVICES MANAGER I/II
FLSA STATUS	N

Descriptions provided at the higher-level build on and include all of the skills listed for the previous levels within the Court Services Technician Series. Some of the requirements listed for a level may not be representative of all employees at that level. Employees at one level may have some of the requirements associated with a higher level.

JOB SCOPE AND DISTINGUISHING FEATURES:

This class is the advanced journey level clerical classification of the series. Incumbents, under limited supervision, perform advanced case processing of a specialized and complex nature or advanced courtroom duties on a permanent and fulltime basis. This class is distinguished from the next higher class of Court Clerk IV in that the latter serves as lead workers who are capable of providing training, consultation, and leadership to division staff.

Impact is considerable and affects workflow and the quality of timeliness of internal/external customer service. Completes a broad variety of non-routine assignments across a number of related functions within the department (e.g. court room and legal processing functions).

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Attends court sessions and processes documents and actions to include: recording proceedings and court actions in summary and/or narrative form to accurately reflect case proceedings; reviewing case files and advising judge, attorneys, litigants on sufficiency and timeliness of documents and files; updating calendar and notifying parties of changes; reading verdicts; administering oaths; marking and maintaining records of exhibits; computing and collecting fees, fines and/or bail and issuing receipts; disposing of cases; and providing assistance to judges.

Checks legal documents for conformance to court orders. (Essential Function)

Processes appeals including: gathering applicable files; notifying court reporters of transcripts that will be required; and forwarding information to applicable court.

Processes documents including: ensuring information is accurate; binding cases over to Superior Court; entering applicable information into the computer; printing minutes; setting up and maintaining case files; and forwarding to applicable court.

Assigns attorneys to officiate over settlement conferences, mailing out notices and issuing court orders related to same.

Maintains Court calendar. (Essential Function)

Keeps Court statistics. (Essential Function)

Coordinate jury logistics(Essential Function)

Assist with training of new employees and assist in the development and implementation of new training programs

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)(Continued)

Answers telephone calls and greets visitors and the general public at the counter; provides customer service and support; responds to inquiries and/or directs individuals to the appropriate area or assists them with information; accepts fine payments; sets up court dates; checks court records, receives citizen complaints, and directs calls and messages to appropriate person.

Processes citations, complaints, motions, orders and/or other complex legal documents, to include: examining documents for completeness, validity and jurisdiction; filing documents; sending orders; preparing, issuing and recalling warrants; transferring citations; and disposing of cases.

Enters and retrieves citations and other legal information from a computer terminal and uses the computer system to retrieve a variety of daily, monthly and yearly reports.

Prepares court calendar, pulls and organizes related files and re-files information.

Assists in reviewing and developing operating procedures.

Examines status of cases and notifies appropriate agencies of findings.

Receives, accounts for, and issues receipts for money.

Generates cash reports, counts monies, balances same and/or makes bank deposits.

Performs background checks by accessing computer information, completing research forms and forwarding to requesting party.

Sets up files for clients/cases, files information, distributes to staff members and maintains same.

Types letters, memos, labels, etc. or other correspondence on a word processor or typewriter.

Files and retrieves documents in an orderly fashion so that materials can be easily located.

Retrieves, opens, stamps, sorts, and distributes incoming, interoffice, and outgoing mail. Receives and distributes faxes and email.

Makes certified copies of legal documents and/or indexes same.

Contacts Sheriff's Office to arrange transports.

Disseminates a variety of information to various agencies, divisions, or departments via telephone, mail, email or fax.

Processes bail bonds

ADDITIONAL JOB FUNCTIONS (NOT CONSIDERED ESSENTIAL)

Photocopies reports, citations, memos, and other documents.

Monitors availability of informational forms, applications and handouts.

Verifies and investigates reports and return mail; completes related searches and updates computer system.

May serve as backup for other positions within the department or another court location.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal
General Office Equipment and printers

MINIMUM QUALIFICATIONS REQUIRED:**Education and Experience:****Education and Experience:**

High school diploma or GED; and,

Five or more years of progressively responsible related experience performing court services clerical/administrative support functions; or,

A combination of education, training and extensive legal experience exposure which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Legal experience need not be specifically court clerk-related experience. but must provide the ability to be able to possess the requisite knowledge, skills, and abilities as listed below.

Licenses and Certifications:

Typing/keyboarding certificate, less than four years old, showing a minimum of 40 words per minute.

Possession of a California Driver's License or the ability to travel from one court location to another as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:**Knowledge of:**

Applies thorough knowledge of general office duties, legal terminology, court policies and procedures across court functions.

Policies and procedures and departmental operating standards in assigned department.

Court room operations and protocol, including administering oaths and marking exhibits.

Record keeping, report preparation, filing methods and records management techniques.

Basic accounting processes.

Customer service techniques.

Correct English usage (written and spoken), including spelling, grammar, punctuation, and vocabulary.

General office procedures, policies and practices, as well as basic knowledge of computer ~~ADT~~ and other general office equipment.

Applicable state, federal and local ordinances, laws, rules and regulations.

Standard business arithmetic, including percentages and decimals.

All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Analyzing and resolving office administrative situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Operating and routine maintenance of general office machines such as copiers, facsimile machines (FAX), and telephone systems.

Using a computer to accurately and rapidly enter and retrieve data and information.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Mental and Physical Abilities:

Ability to work at a public counter

Ability to work rapidly and accurately in a fast paced, high-pressure environment.

Ability to communicate effectively and deal with people of diverse socioeconomic backgrounds and temperaments.

Ability to demonstrate tact and diplomacy.

Ability to read and comprehend instructions, citations, orders, routine correspondence and memos.

Ability to understand and carry out oral and written instructions.

Ability to establish and maintain effective working relationships

Ability to solve problems involving several concrete variables in standardized situations.

Ability to ascend and descend stairs while carrying files, exhibits, documents, case buckets, supplies, equipment, etc.

While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.

Physical ability to lift light articles, sometimes weighing up to 20 pounds and carrying of objects weighing up to 20 pounds; pushing and/or pulling objects weighing up to 20 pounds. Some duties may require carrying files through hallways and negotiating stairs. Lifting positions may be from the floor to the waist, and/or from the waist to an overhead position.

Working Conditions:

Work is performed in an office and/or courtroom environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.